



JOB DESCRIPTION

Job Title: Academic Personnel Manager

Division/Department: Academic Affairs/Office of Academic Affairs (OAA)

Reports to: Vice President for Academic Affairs

JOB SUMMARY

Reporting to the Vice President for Academic Affairs (VPAA), the Academic Personnel Manager: recommends, develops and evaluates academic human resource policies, statutes, programs and procedures covering academic recruitment, appointment, advancement, compensation and salary administration, faculty welfare programs, and faculty equity. This position requires a strong understanding of academic affairs processes and practice, the use of data in assessment and reporting, organizational systems for data management, and a high attention to detail. Under the direction of the VPAA, the Academic Personnel Manager is responsible for academic personnel activities for the University, including:

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- Support the OAA in the implementation of the University strategic plan.
- Work with the VPAA in the development and maintenance of projects and initiatives related to Academic Affairs
- Administers the faculty personnel processes, such as appointments, leaves, and the tenure and promotion process.
- In collaboration with HR, create and maintain academic personnel records for all full-time and part-time faculty at the University, in accordance with the University's document retention policy..
- Coordinate and collaborate with the Human Resources office on faculty hires, advancements, and separations.
- Create and maintain systems and provide support for faculty recruitment, including:
 - Receive requests for new and replacement faculty lines;
 - Coordinate search committee training on inclusive search practices;
 - Review faculty job posts for adherence to the University's boilerplate language for academic postings that reflect the core values of inclusive excellence;
 - Posting of faculty jobs;
 - Provide support for faculty searches; and
 - Draft and prepare appointment letters.
- Manage the policies and procedures for the faculty review process, including:
- Work with HR to identify issues relating to policy and compensation;
- Support and administer other academic personnel actions including affiliations, endowed chairs, and other miscellaneous requests.
- Review case documents for accuracy and compliance with university policies and advise VPAA when changes in case are necessary.
- Develop data and information reporting processes for the VPAA and work collaboratively with the Office of Institutional Research;
- Other administrative support duties and special projects as assigned.

ESSENTIAL QUALIFICATIONS

- Three years of successful higher education administrative support experience

- Excellent oral communication skills, including tact and diplomacy;
- Exceptional written communication skills to address complex issues and present succinct, nuanced analyses.
- Outstanding interpersonal skills and the ability to work collegially and collaboratively with staff across the university, and to work effectively with faculty.
- Ability to apply/interpret university policies and procedures that govern academic personnel.
- Strong service orientation, attention to detail, and ability to follow-up on issues;
- Ability to multitask and prioritize work with demanding time-frames
- Ability to use high-level discretion and maintain a high level of confidentiality.
- Ability to take initiative and work independently, and exercising good judgment to discern when it's necessary to seek advice from your supervisor
- Demonstrated success in continuous improvement, and data-informed change management and innovation
- Excellent organizational and computer skills.
- The sensitivity and ability to participate effectively in initiatives that aim to increase equity and inclusion.
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.
- Demonstrated commitment to social justice, equity and inclusion with sensitivity to the diverse academic, socioeconomic, ethnic, religious and cultural backgrounds, disability, and sexual orientations of students, staff and faculty.

PREFERRED QUALIFICATIONS

- Experience developing faculty personnel management systems.
- Knowledge of academic accreditation processes and reporting.
- Working knowledge of the legal, regulatory, administrative, and compliance policies relevant to higher education.

To apply, please send cover letter and resume to Carlie Belmodis at cbelmodis@paloino.edu.